

PERFORMANCE RECOGNITION PROGRAM

KEY DATES - 2013

- December 12** PRP kick-off announcement sent via e-mail to Cabinet Secretaries, Department Heads, College Presidents and Human Resources Directors.
- December 19** Agency identifies Agency PRP Coordinator who will oversee the entire program within the agency. Each coordinator must email Nancy Daiute at Nancy.W.Daiute@hrd.state.ma.us to confirm their email address so that they receive HRD updates and instructions throughout the program cycle.
- Dec. 19 – Feb. 15** Nomination Period
- February 15** All nominations for the Commonwealth Citation for Outstanding Performance are submitted to the agency coordinator. The coordinator gives all nominations to the Agency's Selection Committee* to review.
- *Each agency determines who from the agency will be part of the Agency Selection Committee. The committee is responsible for reviewing all nominations within its agency. A description of the selection process and the names and titles of selection committee members should be recorded utilizing the Agency Selection Committee Form and kept on file at the agency (HRD does not require a copy of this form).
- Feb. 15 – March 8** Recipients of the Commonwealth Citation for Outstanding Performance are selected by agency selection committee.
- From the pool of Citation winners, the agency selection committee selects the agency's nominee for the Manuel Carballo Governor's Award for Excellence in Public Service.
- March 15** Agency Coordinator enters all citation winners and Carballo nominee into the PRP Information System.
- Agency coordinator submits *hard copies* of the following to HRD:
- Completed nomination form of agency's nominee for the Manuel Carballo Governor's Award for Excellence in Public Service.
 - Completed nomination form of agency's nominee for the Eugene H. Rooney, Jr. Public Service Award.
 - Completed nomination form of agency's nominee for the Commonwealth of Massachusetts Mentoring Award.
- April** The Chief Human Resources Officer announces the recipients of the Manuel Carballo Governor's Award for Excellence in Public Service, the Eugene H. Rooney, Jr. Public Service Award and the Commonwealth of Massachusetts Mentoring Award.
- April** Citations for Outstanding Performance are distributed to agency PRP coordinators who will be responsible for obtaining agency head signature on each citation. Agencies keep the signed citations and plan for their internal recognition of its citation winners.
- May 8** Recognition of the recipients of the Citation for Outstanding Performance within their own agencies.
- Recognition of the recipients of the Manuel Carballo Governor's Award for Excellence in Public Service, the Eugene H. Rooney, Jr. Public Service Award and the Commonwealth of Massachusetts Mentoring Award (location & date TBD).